



FISCAL SYSTEMS ANALYST, CALTRANS  
OPEN, NON-PROMOTIONAL SPOT  
FOR SACRAMENTO  
FINAL FILING DATE: MAY 25, 2006

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

OPEN, NON-PROMOTIONAL SPOT FOR	<b>HEADQUARTERS – SACRAMENTO</b>  Candidates may only establish eligibility in <u>this</u> location. Indicate the location directly under the examination title on your application. Applications will be accepted on an open, non-promotional basis only.					
HOW TO APPLY	<p>Applications (STD 678) must be <b>RECEIVED OR POSTMARKED</b> no later than the final filing date. <b>FAXED OR E-MAILED APPLICATIONS WILL <u>NOT</u> BE ACCEPTED.</b> Applications postmarked <b>AFTER THE FINAL FILING DATE</b> and personally delivered or received via interoffice mail <b>AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL <u>NOT</u> BE ACCEPTED FOR ANY REASON.</b> THE EXAMINATION TITLE <u>MUST</u> BE INDICATED ON THE APPLICATION.</p> <table><tr><td><b>FILE BY MAIL:</b></td><td>Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036</td><td><b>FILE IN PERSON:</b></td><td>Department of Transportation 1727 30<sup>th</sup> Street, 1<sup>st</sup> Floor Sacramento, CA 95816 (916) 227-9271</td></tr></table> <p><b>SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO <u>NOT</u> SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES.</b> Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at <a href="http://www.dot.ca.gov/hq/jobs">www.dot.ca.gov/hq/jobs</a> on the Internet.</p>		<b>FILE BY MAIL:</b>	Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036	<b>FILE IN PERSON:</b>	Department of Transportation 1727 30 <sup>th</sup> Street, 1 <sup>st</sup> Floor Sacramento, CA 95816 (916) 227-9271
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REASONABLE ACCOMMODATION	If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/Calnet 498-7857.					
SALARY RANGE	<table><tr><td><b>Range A: \$3027 – \$3505</b></td><td><b>Range B: \$3589 – \$4363</b></td></tr></table>		<b>Range A: \$3027 – \$3505</b>	<b>Range B: \$3589 – \$4363</b>		
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QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated that qualifications appraisal interviews will be held during July/August 2006.					
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.					
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p><b>NOTE:</b> All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.</p> <p><b>NOTE:</b> Applications must contain the following information on all Management Information Systems, Accounting, Computer Science, Business Administration and related courses completed, including: the title, course number, number of semester or quarter credits granted, name of institution and completion date. Please attach a copy of your transcript or diploma to your application, if available.</p> <p>Applicants will be required to verify that they meet the minimum qualifications prior to receiving an offer of employment. The Department of Transportation may also request verification at any time.</p>					
MINIMUM QUALIFICATIONS	<p><b>Either I</b></p> <p>Equivalent to graduation from an accredited college with a Business Administration degree, specializing in Management Information Systems and/or Accounting or equivalent degree approved by the Bureau for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)</p> <p><b>Or II</b></p> <p>Completion of the equivalent of 45 semester or 68 quarter units of Business Administration courses from an accredited college. Fifteen semester or 22 quarter units must be Upper Division Business Administration courses, and 12 semester or 18 quarter units must be computer-related or Management Information Systems courses, of which 6 semester or 9 quarter units must be Upper Division courses. (Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)</p>					

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

MINIMUM QUALIFICATIONS (CONTINUED)	Or III Completion of the equivalent of 45 semester or 68 quarter units of Computer Science courses from an accredited college, of which 15 semester or 22 quarter units must be Upper Division Computer Science courses. In addition, 6 semester or 9 quarter units of Accounting must be completed. (Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment)
ADDITIONAL DESIRABLE QUALIFICATIONS	In appraising the relative qualifications of candidates for all levels, consideration will be given to the recency, extent, and type of experience with various information processing system functions and to the recency, extent, and type of pertinent education beyond that required under the "Minimum Qualifications."
POSITION DESCRIPTION	<p>The Fiscal Systems Analyst, Caltrans, classification is the recruitment/trainee (Range A) and first working level (Range B) of the professional Fiscal Systems Analyst, Caltrans, series. The series describes a variety of analytical activities pertaining to fiscal processes and automated systems (i.e., Enterprise Resource Planning system). The classes in this series typically are involved with the application development and support of standard to most complex automated and nonautomated fiscal systems.</p> <p>Incumbents work under close supervision and direction to learn the various duties and responsibilities of the Fiscal Systems Analyst, Caltrans, classification. As incumbents gain proficiency, they assist higher level analysts in performing the less difficult work in connection with the analysis, design, development, implementation, procurement, and support of automated and nonautomated fiscal systems. Incumbents perform such tasks as developing business problem solutions using information technology methods; application development, testing, converting, and implementing information processing systems; providing user guidance and technical program documentation; providing hardware and software technical support on nonmainframe automated fiscal systems; performing risk assessment; disaster recovery; conducting studies of fiscal systems and processes to formulate new or revised processes and/or automated systems to meet accounting needs; and perform other related duties.</p> <p>Positions are located in Sacramento.</p>
EXAMINATION INFORMATION	<p>This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.</p> <p><b>QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%</b></p> <p><b>Scope:</b></p> <p><b>A. Knowledge of:</b></p> <ol style="list-style-type: none"><li>1. Information systems principles and practices.</li><li>2. Information systems hardware and software.</li><li>3. Accounting principles and procedures.</li><li>4. Governmental accounting and budgeting.</li><li>5. Principles of public finance and business law.</li><li>6. Public administration and organization.</li><li>7. Analytical techniques.</li><li>8. Technical report writing.</li></ol> <p><b>B. Ability to:</b></p> <ol style="list-style-type: none"><li>1. Apply information system/accounting principles and procedures.</li><li>2. Apply administrative survey and statistical techniques to the development of information systems and accounting studies.</li><li>3. Prepare comprehensive reports and compile manuals of information systems and accounting procedures.</li><li>4. Apply accounting principles and procedures.</li><li>5. Communicate effectively.</li><li>6. Analyze situations accurately and adopt an effective course of action.</li><li>7. Analyze data and draw sound conclusions.</li><li>8. Establish and maintain effective working relationships with others.</li></ol>
ELIGIBLE LIST INFORMATION	An open, non-promotional spot eligible list will be established for the Department of Transportation in Sacramento. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
CAREER CREDITS	Career credits will be added to the final score of all competitors who are successful in this examination and who qualify for these credits. <b>IF YOU RECEIVE VETERANS PREFERENCE POINTS, YOU CANNOT ALSO RECEIVE CAREER CREDITS.</b>
VETERANS PREFERENCE POINTS	Veterans preference points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have applied for, these points. Due to changes in the law, which were effective January 1, 1996, <b>VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE POINTS.</b>

– SEE GENERAL INFORMATION ON FOLLOWING PAGE –



GENERAL INFORMATION

For an examination without a written feature, it is the candidate’s responsibility to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-9271, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at [www.dot.ca.gov/hq/jobs](http://www.dot.ca.gov/hq/jobs) on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Career Credits:** In open, non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA.)

**Veterans Preference:** California law allows granting of Veterans Preference points in open entrance examinations and open, non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open, non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veterans preference application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 / Calnet 498-7858 or TTY (916) 227-7857 / Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*